

11 August 1975

MEMORANDUM FOR: DCI/FIO
DDS&T/FIO
DDI/FIO
DDO/FIO
IC/FIO
NIO/FIO
Office of General Counsel

SUBJECT : Assignment of Appeals Coordinator

1. [] has been assigned as the FOIA Appeals Coordinator, effective immediately. In this new role [] will be located in the Information Review Staff, Room 2E-42, [] and will be responsible for supporting the Executive Secretary of the Information Review Committee by:

- a. initially receiving and distributing FOIA appeals;
- b. monitoring deadlines and coordinating actions by Agency components involved in the appeal action as may be appropriate;
- c. maintaining centralized records of all appeal actions in process and preparing appropriate status reports on FOIA appeals for the information and use of IRC members and their staffs; and
- d. working with OGC and the components involved to make recommendations to the Executive Secretary regarding specific cases and policy/procedural matters which should be on the agenda of the IRC.

2. I am sure addressees will agree with me that to date the FOIA appeals process has been confusing at best. We are hopeful that with your cooperation in insuring that matters relating to appeals are closely coordinated with [] her assignment will be a major step in improving the overall situation.

[]
Assistant for Information